

## Email #1

From: Peta, Project Manager  
To: Alex Schimdt, GM for Downtown Location  
Subj: Program Expansion Concerns

Good morning Alex! I hope this email finds you in great spirits.

Firstly, thank you so much for your assistance in the project so far! Your expertise is appreciated and thoroughly respected.

Referring back to our discussion, I have summarized the pointers for your reference. In the forum we reviewed that it may be risky to start the pilot as proposed by Omar. I will be scheduling another meeting with both Omar and Deanna to discuss the reasoning behind this decision.

After seeing such a drastic and sudden increase in the scope of the pilot or even the fact that the project can possibly lead to higher costs. This is something that has a great possibility to affect the quality of the project. The timelines and resources deployed at the time may not serve the expanded rollout. This can put the entire project at an elevated risk.

It would most definitely be helpful if we can keep the lines of communication open. I would like to come up with a refined plan as a collective for the expansion in a sustainable manner. Your expertise is truly needed due to your vast knowledge within this business.

Warmest Regards,

Peta, Project Manager

## Email #2

From: Peta, Project Manager  
To: Seydou Diallo, Restaurant Technology Consultant  
Subj: Program Expansion Concerns

Good morning, Seydou! I hope this email finds you in great spirits.

It was such a pleasure to meet with you. Your expertise opened my eyes with the input regarding this expanded rollout project. Your contributions and expertise have been priceless to the team.

I feel that expanding the scope will create more issues as we discussed earlier. The change would require a major shift in our budget and timeline projections. I do not see us being able to support this rollout 100% without significantly more training and hiring more staff members. I also do not think that piloting this across the entire restaurant will yield the desired outcome.

After review of the various setbacks, I feel it will cause us to be setback not only on the timeline, but risking resources and affecting the product budget. I would like your help in assessing and negotiating with Omar to push this back for the time being and focus on the rollout for the bars.

Warmest Regards,

Peta, Project Manager